



City Council Agenda Report

Meeting Date: November 12, 2024

Prepared By: Jon Maginot

Approved By: Gabriel Engeland

Subject: Adopt a Resolution approving Contract Amendment 1 with Beauchaine Consulting Group, LLC in the amount of \$250,000 for the Tyler ERP Implementation Project for a total contract not to exceed \$340,000

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Adopt a Resolution approving Contract Amendment 1 with Beauchaine Consulting Group, LLC in the amount of \$250,000 for the Tyler ERP Implementation Project for a total contract not to exceed \$340,000.

FISCAL IMPACT

The costs for Contract Amendment 1 are included in the existing Tyler ERP Project Budget for FY2025, funded by CIP Fund 00062-CF01036. Any unused funds will be returned to the project budget for use on Phase II of the project.

ENVIRONMENTAL REVIEW

Not applicable.

PREVIOUS COUNCIL CONSIDERATION

None

DISCUSSION/ANALYSIS

The Tyler ERP implementation process is currently underway with a planned go live date of July 1, 2025, for the core financial management solutions package. The primary Tyler ERP implementation team includes SDI Presence, LLC serving in the project management role and Beauchaine Consulting Group, LLC acting as the technical implementation lead.

The City executed a contract with Beauchaine Consulting Group in FY2024 to serve as Interim Finance Director and to provide transition support to the incoming permanent Finance Director, as well as to serve as the technical lead on the Tyler ERP project in an amount not to exceed \$90,000 for all services. As the work of implementation for the Tyler ERP continues, a contract amendment is needed for the contract with Beauchaine Consulting Group to cover services to be provided for the remainder of the Phase I implementation during FY2024/25.

The proposed amendment will increase the contract to an amount not to exceed \$340,000. This includes the amount already expended. Staff anticipates this to be the maximum amount needed for the remainder of Phase I implementation and the City will only incur costs for time worked as needed. Any unused funds will be returned to the project budget for use in the next phase.

Maintaining consulting support provides bandwidth and expertise not present within the City team and will allow staff to focus their efforts on daily operations with minimal disruption during project implementation.

ATTACHMENTS

1. Resolution No. 2024-xxx